

**TMCC Calendar Subcommittee**  
Meeting of Monday, July 28, 2011  
Town Hall, First Floor Meeting Room

**Attendance:** Nonny Burack, Pat Holland, Mary Streeter

**1. Call to order:** Mary called the meeting to order at 2:05 pm.

**2. Review Minutes:** Nonny moved and Pat seconded to approved minutes of July 7 (as amended) and minutes of July 21, 2011. We unanimously approved both sets of minutes.

**3. Review calendar materials received:** Mary said Stephanie O'Keeffe thinks there will be a mailing to Town Meeting members either in late August or the first week in September and we can include the calendar in that mailing. Nonny suggested we start the calendar with the month of September rather than June. We decided to include the CDBG cycle in the calendar. Mary will add that and also any additional item from a recently issued Planning Board timeline. We brainstormed a list of contact people for the budget and zoning related committees. We will write short explanations describing each committee and gather contact information. We will share the cover letter and calendar at the August 18 TMCC meeting.

**4. Write/edit paragraphs for calendar cover letter:** After a discussion of content that might be included in a cover letter, Pat volunteered to draft the letter. It should include a rationale for the calendar and a statement of Town Meeting's role with regard to the budget and zoning.

**5. Discuss how calendar should be updated and disseminated to Town Meeting members and the public:**

We will send the calendar out initially in a mailing to Town Meeting members, but also want to reach the general public. We will post the calendar on the Town website and send it out via the TMCC listservs, but that will not reach people without computer access. We could send it to the local press and suggest that they do a story on TMCC's attempts to educate Town Meeting members and the public. Nonny noticed that the bulleting board near the Town Clerk's office is being used much less lately since meetings are now posted electronically. She suggested we inquire about using that as a place to post the calendar. Mary wondered if there is any place in the libraries where it could also be posted. We decided to try to update the calendar monthly as we become aware of meetings related to budgets or zoning. Those update can be posted on the website. We will ask committees to keep us informed as new events are planned.

**6. Decide assignments:**

We divided the committees and will each write some descriptions and contact information.

- Mary will revise the calendar and send it to some committee chairs and staff to review for accuracy.
- Pat will write the first draft of the cover letter.
- Nonny will book a room for our next meeting and speak with the Town Clerk about posting the calendar.

**8. Future meetings:** Our next meeting on Monday August 8 at 9 am in the Garrabrants Room, Bangs Center.

Possible Future Agenda Items include:

Review / update calendar materials received

Write/edit calendar cover letter

**9. Adjournment:** The meeting adjourned at 4:01 pm.

Respectfully submitted,  
Mary Streeter

**Documents provided:**

Agenda July 28, 2011

Minutes July 7 and 21, 2011

Draft TMCC Master FY12 calendar, July 28, 2011

Community Development Committee CDBG Grant Cycle Memo, June 8, 2011